#### TOWN OF MOULTONBOROUGH

### An Order Creating a Master Plan Implementation Committee

### 1.) Purpose and Intent

A need has been identified to monitor the orderly implementation of the Master Plan in a manner which keeps the community advised of our progress. In order to address that need, there is hereby established a Master Plan Implementation Committee (hereafter the "Committee").

### 2.) Authority

This Order is adopted pursuant to the Master Plan, as adopted by the Planning Board on December 17, 2008, which recommended the appointment of such a committee and the authority of the Board of Selectmen (hereafter the "SelectBoard") to adopt policy and issue directives to make and order its prudential affairs.

### 3.) Definitions

Words used in this Order shall be defined by the common usage under New Hampshire Statute unless otherwise defined herein. Wherever the masculine gender is used it shall include the feminine and vice-versa. Shall is mandatory; may is permissive or discretionary.

## 4.) Composition & Term

### a. Members, Appointment and Removal

The Committee shall be composed of seven (7) permanent members as follows:

- One (1) from the SelectBoard,
- One (1) from the Planning Board,
- One (1) from the Heritage Commission,
- One (1) from the Conservation Commission,
- One (1) from the School District,
- One (1) from the Business Community,
- One (1) from the Community At Large.

The SelectBoard, Planning Board, Heritage Commission, Conservation Commission, and School District members shall each be appointed by their respective bodies. The remaining members shall be appointed by a majority vote of the SelectBoard. Members may be removed for cause, after notice and a hearing, by the appointing authority.

In addition thereto, the Town Planner shall serve as an ex-officio non-voting member who shall otherwise enjoy full privileges to participate in the proceedings of the Committee provided that he may not be elected to any officer position nor be counted toward the quorum requirement.

Master Plan Implementation Committee July 29, 2010

Neither the Business Community or Community At Large members may be employed by the Town in a full-time elected or appointed position.

#### b. Term of Office

The term of office shall not commence until the member is sworn to the faithful performance of their office by the Town Clerk. The term of Ex-Officio members from the SelectBoard, Planning Board, Heritage Commission, Conservation Commission, and School District end annually upon the date of the Town Election. The Business Community and Community At Large members shall serve a term of two years to end on June 30th of a given year. The initial appointments shall be made in such a fashion that none of the terms of those two members shall expire in the same year. Appointments to fill a vacancy shall be for the period remaining in the unexpired term.

#### d. Officers

At its first meeting, and then annually following the Town Meeting, the Committee shall elect a Chairman, who shall prepare an agenda, preside at meetings, and act as spokesman for the Committee when so authorized, and a Clerk who shall give notice of all meetings, record all proceedings, act as the keeper of the records, and act as Chairman in the absence of the Chair. These two officers are eligible for re-election.

### **5.) Powers and Duties**

### a. Implementation Program

Upon appointment the Committee shall receive a briefing from the Town Planner on the Action Items and draft schedule of priorities contained in the Master Plan's Implementation chapter. The Committee shall annually thereafter distribute said list for review and updating in and request initiation of the annual prioritized Action Items.

It shall monitor the progress of the Master Plan's Implementation and issue advisory reports to the SelectBoard and general public, on the Town's web site and through such other means as it shall deem advisable, on no less than a quarterly basis.

#### b. Conferring with Town Department and Agencies

In monitoring the implementation of the Master Plan, the Committee shall confer with the various units of town government as it deems advisable. The units shall provide such reports and updates on such frequency as is reasonable and required for the Committee to track the progress in implementing the Master Plan and reporting to the SelectBoard and Community.

# e. Annual Report Publication and Filing

The Committee shall file an executive summary of its annual activities for inclusion in the Annual Town report and advise the SelectBoard of the need for the Committee to continue in existence.

### 7.) Severability

The provisions of this Order shall be severable. If any portion of this Order is determined by any court of competent jurisdiction to be unenforceable or illegal, then all other portions of this Order not expressly found to be unenforceable or illegal shall remain fully in effect.

### 8.) Effective Date

This Order is effective upon adoption and supersection conflict with this matter and the procedures described.	1
Approved and adopted this day of opposed.	2010 by a vote of in favor and
Certified as To a True and Accurate Vote	
Joel R. Mudgett, Chairman Town of Moultonborough SelectBoard	